

Garnishment Writ Processing

PA30

Change History

Update the following table as necessary when this document is changed:

| Date | Name | Change Description |
|----------|-------------|--------------------|
| 4/4/2007 | Kelly Welsh | Initial draft |
| 4/6/2007 | Kelly Welsh | Edits |

Purpose

Use this procedure to:

- **Create a Writ of garnishment.** You received a Writ of garnishment for one of your employees.
- **Release the garnishment.** The garnishment has been paid in full, but the order to disburse has not been received.
- **Reactivate for Refund.** Your agency received notification that a refund is due for your employee's writ of garnishment.

Trigger

Perform this procedure when a garnishment order from the court/creditor has been received.

Prerequisites

Create:

A garnishment order has been received.

Released

Garnishment has been paid in full, but the order to disburse has not been received.

Reactivate for Refund:

Garnishment must be in released status.

Transaction Code

PA30

| Date | Procedure Update Log |
|----------|----------------------|
| 4/4/2007 | Procedure created |

Helpful Hints

| If | Go to |
|---|-------------|
| You need to create a Writ of garnishment | Steps 1-12 |
| You need to place garnishment into Release status | Steps 13-22 |
| You need to reactivate garnishment for refund | Steps 23-40 |



Garnishments do not retro calculate for a prior pay period. Once payroll has begun, a garnishment document should not be updated. If trying to change a document after day one of payroll, you will need to contact the ISD Helpdesk (360) 664-6400 or Helpdesk@dop.wa.gov to have an incident opened.



When a Garnishment Document has been placed into **released** status, you need to end date the Garnishment Order associated with the Garnishment Document. The end date on the Garnishment Order should be the last **check date** that a deduction was taken.



For further details regarding garnishments check:

The Office of Financial Management Web site:

<http://www.ofm.wa.gov/default.asp>

The Attorney Generals Office Web site:

<http://www.atg.wa.gov/>

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|---------------------------|--|
| Error | Example: Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to proceed. |
| Warning | Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to proceed. |
| Confirmation or | Example: Save your entries. Action: Perform the required action to proceed. |

Procedure

1. Start the transaction using the transaction code **PA30**.

Maintain HR Master Data


2. Complete the following fields:

| Field Name | R/O/C | Description |
|---------------|-------|---|
| Personnel no. | R | The employee's unique identifying number. Example: 6634 |

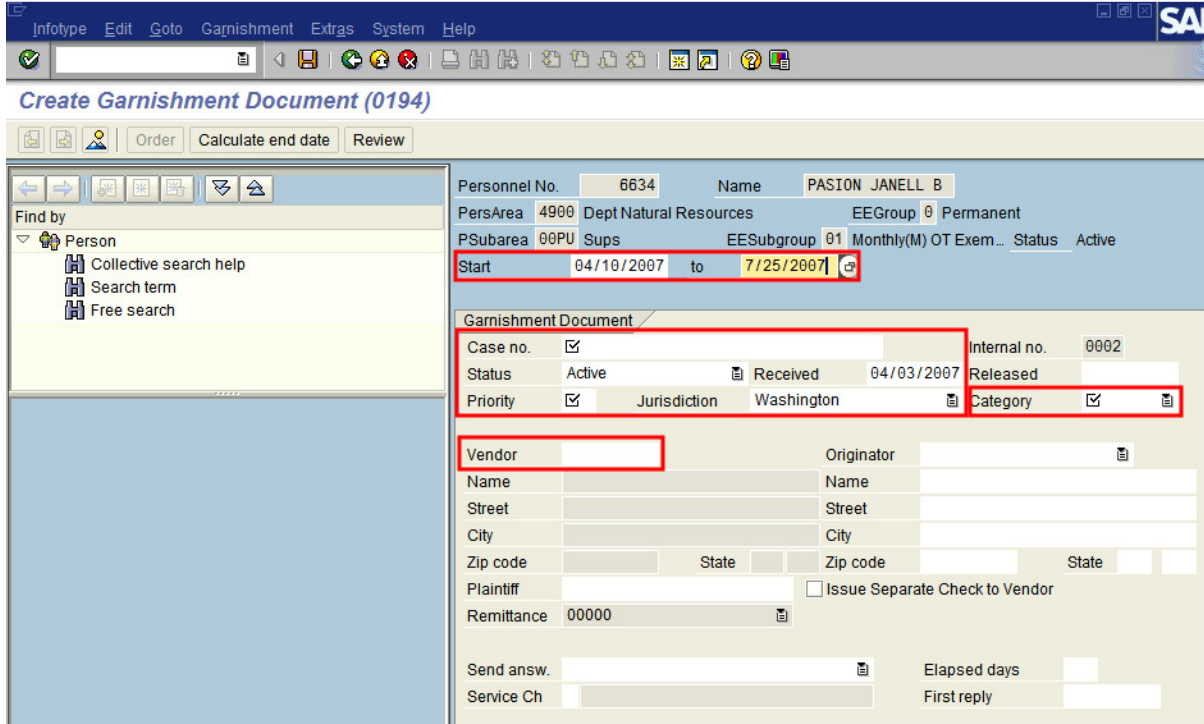
3. Click: (Enter) to validate entries.
4. Click the tab.
5. Click the grey box to the left of to select.

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Processes :
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6. Click  (**Create**) to create a new record.

Create Garnishment Document (0194)



Infotype Edit Goto Garnishment Extras System Help

Create Garnishment Document (0194)

Order Calculate end date Review

Find by
Person
Collective search help
Search term
Free search

Personnel No. 6634 Name PASION JANELL B
PersArea 4900 Dept Natural Resources EGroup 0 Permanent
PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exem... Status Active
Start 04/10/2007 to 7/25/2007

Garnishment Document
Case no. ☒ Internal no. 0002
Status Active Received 04/03/2007 Released
Priority ☒ Jurisdiction Washington Category ☒
Vendor Originator
Name Name
Street Street
City City
Zip code State Zip code State
Plaintiff ☐ Issue Separate Check to Vendor
Remittance 00000
Send answ. Elapsed days
Service Ch First reply





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7. Complete the following fields:

| Field Name | R/O/C | Description |
|------------|-------|--|
| Start | R | <p>This is the start date on which a record begins.</p> <p> Garnishments must be started on the actual check date of when you want the deduction to be taken. For example, the start date for a garnishment that should be taken from the 1st –15th pay period would have a start date of the 25th of the month.</p> <p> Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another day, you will need to use that date.</p> <p>Example: In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23rd of the month. The start date in this example would be 11/23 because this is the actual check date for the pay period. You would not use 11/25.</p> <p>Example: 04/10/2007</p> |
| To | C | <p>To date should be the actual check date for which the last deduction should be taken.</p> <p> This is for a Writ only.</p> <p> For further information regarding Writs of Garnishments, please check out The Office of Financial Management Website. Click the Payroll Resources Tab scroll down to section 9 http://www.ofm.wa.gov/resources/payroll.asp</p> <p>Example: 7/25/2007</p> |
| Case no. | R | <p>The identification number of the garnishment document case</p> <p>Example: 1414146</p> |

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| Field Name | R/O/C | Description |
|--------------|-------|---|
| Status | R | <p>The current legal status of the garnishment</p> <p>Active: Wages being withheld.</p> <p>Pending: Document has been suspended by order to the originator. No wages are being withheld.</p> <p>Inactive: Garnishment has been repaid in full, but not yet released by the originator. No wages are withheld.</p> <p>Released: Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency.</p> <p>Reactivate for Refund: Garnishment has been reactivated for the purpose of refunding excess garnished wages to the employee.</p> <p>Rejected: Garnishment has been issued, but the employee no longer works for the agency.</p> <p>Bankrupt: Garnishment is no longer applicable because the employee has been declared bankrupt.</p> <p>Example: Active</p> |
| Received | R | <p>Date garnishment was received by agency.</p> <p>Example: 04/03/2007</p> |
| Priority | R | <p>This establishes the order in which a like garnishment will be deducted from payroll.</p> <p>For example: if there are two child support garnishments, one would be "01" and the other would be "02". "01" would be paid first. If one is for child support and another is for a writ, then both should be assigned the priority of "01".</p> <p>Example: 01</p> |
| Jurisdiction | R | <p>This is the state in which the person is employed.</p> <p> The default is WA for Washington State</p> <p>Example: Washington</p> |

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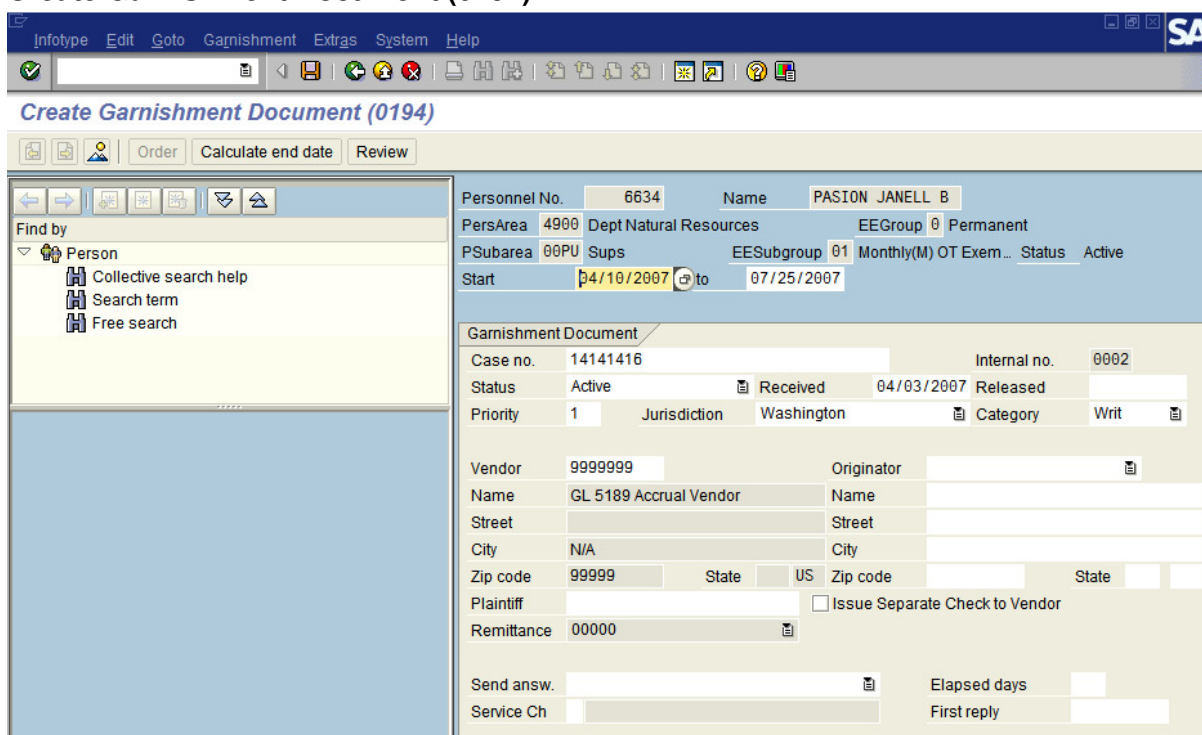
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| Field Name | R/O/C | Description |
|------------|-------|--|
| Category | R | Type of garnishment Example: Writ |
| Vendor | R | This is the payee for the garnishment.  For Writs only- use the vendor number 9999999. Money will accrue to the GL5189 account to be disbursed using an A.19 vendor payment. Example: 9999999 |

Create Garnishment Document (0194)



8. Click  (**Enter**) to validate entries.

9. Click  (**Save**) to save entries.



Once you create and save the Garnishment Document (0194), the Garnishment Order (0195) appears.

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Create Garnishment Order (0195)

10. Complete the following fields:

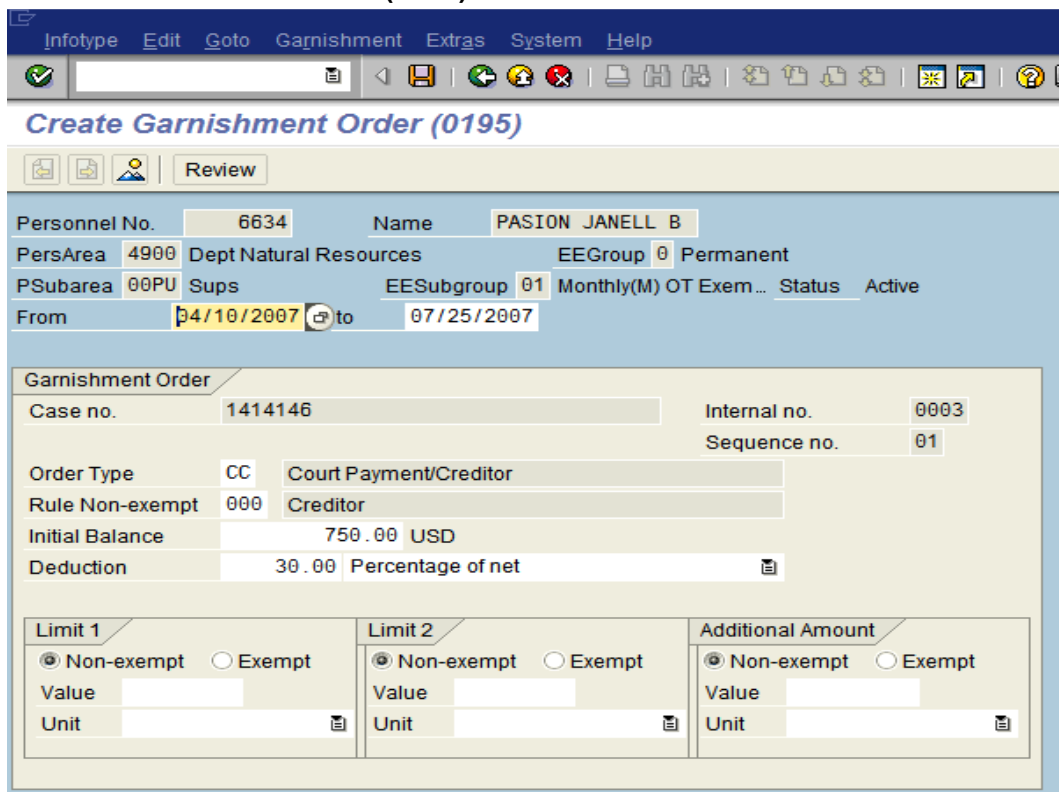
| Field Name | R/O/C | Description |
|-----------------|-------|--|
| Rule Non-exempt | R | Notice of Payment Arrangement. Example: 000 |
| Initial Balance | R | The beginning balance of a Writ.  A Writ is the only garnishment category that requires an Initial Balance amount. Example: 750 |
| Deduction Value | R | Regular deduction amount to be taken from employee wages to retire employee garnishment debt.  Deduction value is a percentage or amount that defines how much pay will be garnished. Example: 50 (dollars) 30(percentage of net payroll) |

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| Field Name | R/O/C | Description |
|--|-------|--|
| Deduction (Unlabeled list box to the right of Deduction) | R | <p>The deduction unit.</p>  <p>When entering a percentage always select "Percentage of Net" so that the disposable earnings calculation is used in determining garnishment amount/unit.</p> <p>Example: Pay period amount Percentage of Net</p> |

Create Garnishment Order (0195)



11. Click  (**Enter**) to validate entries.

12. Click  (**Save**) to save entries.

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Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The left sidebar contains a 'Find by' section with options: 'Person', 'Collective search help', 'Search term', and 'Free search'. The main area displays personnel data for 'Personnel no. 6634', 'Name PASION JANELL B', 'PersArea 4900 Dept Natural Resources', 'EEGroup 0 Permanent', 'PSubarea 00PU Sups', 'EESubgroup 01 Monthly(M) OT Exem...', and 'Status Active'. Below this are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkboxes. 'Garnishment Document' is checked. To the right, there is a 'Period' section with radio buttons for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'Up to Today', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is also present. At the bottom, a status bar shows 'Record created' and 'RT0 (1) (524) ssvdbh'.



You have created a Writ of garnishment.



The system displays the message, "Record created."



To change the status of the Writ to "Released" follow the steps 13-22

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Maintain HR Master Data


13. Complete the following fields:

| Field Name | R/O/C | Description |
|---------------|-------|---|
| Personnel no. | R | The employee's unique identifying number. Example: 6634 |

14. Click:  (Enter) to validate entries.

15. Click the  tab.

16. Click the grey box to the left of  **Garnishment Document** to select.

17. Click  (**Overview**) for an overview of all actions.

Title: Garnishment Writ Processing
Processes :
Sub-Processes :

HRMS Training Documents

Copy Garnishment Document (0194)

20. Complete the following fields:

| Field Name | R/O/ C | Description |
|------------|-----------|---|
| Status | R | The current legal status of the garnishment Released: Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency. Example: Released |
| Released | R | The actual date your agency received the paperwork to release the garnishment. 7/18/2007 |

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Copy Garnishment Document



Copy Garnishment Document (0194)

Order Order fast entry Garnishment history Customizing review

Find by
 Person
 Collective search help
 Search term
 Free search

Personnel No. 6634 Name PASION JANELL B
 PersArea 4900 Dept Natural Resources EGroup 0 Permanent
 PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exem... Status Active
 Start 04/10/2007 to 07/25/2007

Garnishment Document
 Case no. 1414146 Internal no. 0002
 Status Released Received 04/03/2007 Released 07/18/2007
 Priority 1 Jurisdiction Washington Category Writ
 Vendor 9999999 Originator
 Name GL 5189 Accrual Vendor Name
 Street Street
 City N/A City
 Zip code 99999 State US Zip code State
 Plaintiff Issue Separate Check to Vendor
 Remittance 00000
 Send ans. Elapsed days
 Service Ch First reply

21. Click  (**Enter**) to validate entries.
22. Click  (**Save**) to save entries.

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Copy Garnishment Document (0194)

Infotype Edit Goto Garnishment Extras System Help

Copy Garnishment Document (0194)

Order Order fast entry Garnishment history Customizing review

Find by

- Person
- Collective search help
- Search term
- Free search

Personnel No. 6634 Name PASION JANELL B

PersArea 4900 Dept Natural Resources EEGroup 0 Permanent

PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exem. Status Active

Start 07/25/2007 to 07/25/2007

Garnishment Document

Case no. 1414146 Internal no. 0001

Status Released Received 04/03/2007 Released 07/18/2007

Priority 1 Jurisdiction Washington Category Writ

Vendor 9999999 Originator

Name GL 5189 Accrual Vendor Name

Street Street

City N/A City

Zip code 99999 State US Zip code State

Plaintiff ☐ Issue Separate Check to Vendor

Remittance 00000

Send ans. Elapsed days

Service Ch First reply

RT0 (1) (524) ssvdbhrcc3e INS



You have put the garnishment into Release status.



To reactivate a garnishment for refund, follow steps 23-40



A garnishment must be in "Released" status to reactivate for refund.

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Maintain HR Master Data


23. Complete the following fields:

| Field Name | R/O/C | Description |
|---------------|-------|---|
| Personnel no. | R | The employee's unique identifying number. Example: 6634 |

24. Click:  (Enter) to validate entries.

25. Click the  tab.

26. Click the grey box to the left of  to select.

27. Click  (Overview) for an overview of all actions.

List Garnishment Document (0194)

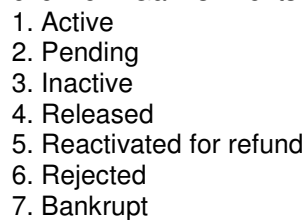
Personnel No. 6634 Name PASION JANELL B

PersArea 4900 Dept Natural Resources EEGroup 0 Permanent

PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exem... Status Active

Choose 01/01/1800 to 12/31/9999 STy .

| Start Date | End Date | No. | Sta | Case no. | Cat | Name |
|------------|------------|--------|-----|----------|-----|------------------------|
| 05/25/2007 | 09/10/2007 | 0001 1 | | 1414146 | W | GL 5189 Accrual Vendor |
| 04/10/2007 | 07/25/2007 | 0003 1 | | 1414146 | W | GL 5189 Accrual Vendor |
| 04/10/2007 | 07/25/2007 | 0002 4 | | 1414146 | W | GL 5189 Accrual Vendor |



- 29.** Click  (**Copy**) to copy and accept.


Title: Garnishment Writ Processing
Processes :
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Copy Garnishment Document (0194)

The screenshot displays the SAP 'Copy Garnishment Document (0194)' screen. On the left, there's a search bar with options like 'Person', 'Collective search help', 'Search term', and 'Free search'. The main area shows a search result for 'PASION JANELL B' with personnel number 6634. Below this, the 'Garnishment Document' details are shown, including Case no. 1414146, Internal no. 0002, Status 'Released', Priority 1, Jurisdiction Washington, and Category Writ. The 'Start' date (04/10/2007) and 'to' date (07/25/2007) are highlighted with a red box. The 'Status' field is also highlighted with a red box. Other fields include Vendor 9999999, Name GL 5189 Accrual Vendor, and various address fields.

30. Complete the following fields:

| Field Name | R/O/C | Description |
|------------|-------|--|
| Start | R | The actual check date for the refund Example: 8/10/2007 |
| To | R | The actual check date for the refund  This is for a Writ only Example: 8/10/2007 |
| Status | R | The current legal status of the garnishment Released: Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency. Example: Reactivate for Refund |

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Title: Garnishment Writ Processing
Processes :
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Copy Garnishment Document (0194)



Copy Garnishment Document (0194)

Order Order fast entry Garnishment history Customizing review

Find by
 Person
 Collective search help
 Search term
 Free search

Personnel No. 6634 Name PASION JANELL B
 PersArea 4900 Dept Natural Resources EEGGroup 0 Permanent
 PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exem... Status Active
 Start 08/10/2007 to 08/10/2007

Garnishment Document
 Case no. 1414146 Internal no. 0002
 Status Reactivate for refund Received 04/03/2007 Released 07/18/2007
 Priority 1 Jurisdiction Washington Category Writ
 Vendor 9999999 Originator
 Name GL 5189 Accrual Vendor Name
 Street Street
 City N/A City
 Zip code 99999 State US Zip code State
 Plaintiff Issue Separate Check to Vendor
 Remittance 00000
 Send ans. Elapsed days
 Service Ch First reply

31. Click  (**Enter**) to validate entries.
32. Click  (**Save**) to save entries.

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List Garnishment Document (0194)

List Garnishment Document (0194)

Personnel No. 6634 Name PASION JANELL B
PersArea 4900 Dept Natural Resources EEGGroup 0 Permanent
PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exem... Status Active
Choose 01/01/1800 to 12/31/9999 STy.


| Start Date | End Date | No. | Sta | Case no. | Cat | Name |
|------------|------------|--------|-----|----------|-----|------------------------|
| 05/25/2007 | 09/10/2007 | 0001 1 | | 1414146 | W | GL 5189 Accrual Vendor |
| 04/10/2007 | 07/25/2007 | 0003 1 | | 1414146 | W | GL 5189 Accrual Vendor |
| 04/10/2007 | 07/25/2007 | 0002 4 | | 1414146 | W | GL 5189 Accrual Vendor |
| 08/10/2007 | 08/10/2007 | 0002 5 | | 1414146 | W | GL 5189 Accrual Vendor |



To determine which garnishment is in “released” status, look in the “Sta” column of the overview. Garnishments with the following numbers listed in that column are:

1. Active
2. Pending
3. Inactive
4. Released
5. Reactivated for refund
6. Rejected
7. Bankrupt



Once you click  (**Save**) you are taken to the List Garnishment Document, to select the correct garnishment for the refund.

33. Click the grey box to the left of the Writ that needs the refund.

34. Click  (**Change**) to change the record.

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Change Garnishment Document (0194)

Infotype Edit Goto **Garnishment** Extras System Help

Change Garnishment Document (0194)

Order Order fast History Review Notice letter Answer letter

Find by
Person
Collective search help
Search term
Free search

Personnel No. 6634 Name PASION JANELL B
PersArea 4900 Dept Natural Resources EEGroup 0 Permanent
PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exem... Status Active
Start 08/10/2007 to 08/10/2007 Chg. 04/04/2007 TRAINING59

Garnishment Document
Case no. 1414146 Internal no. 0002
Status Reactivate for refund Received 04/03/2007 Released 07/18/2007
Priority 1 Jurisdiction Washington Category Writ
Vendor 9999999 Originator
Name GL 5189 Accrual Vendor Name
Street Street
City N/A City
Zip code 99999 State US Zip code State
Plaintiff ☐ Issue Separate Check to Vendor
Remittance 00000
Send answ. Elapsed days
Service Ch First reply

35. From the Menu bar select **Garnishment** → **Adjustment**.

36. Select **Garnishment** → **Adjustment** → **Refund**.

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Create Refund (0216)

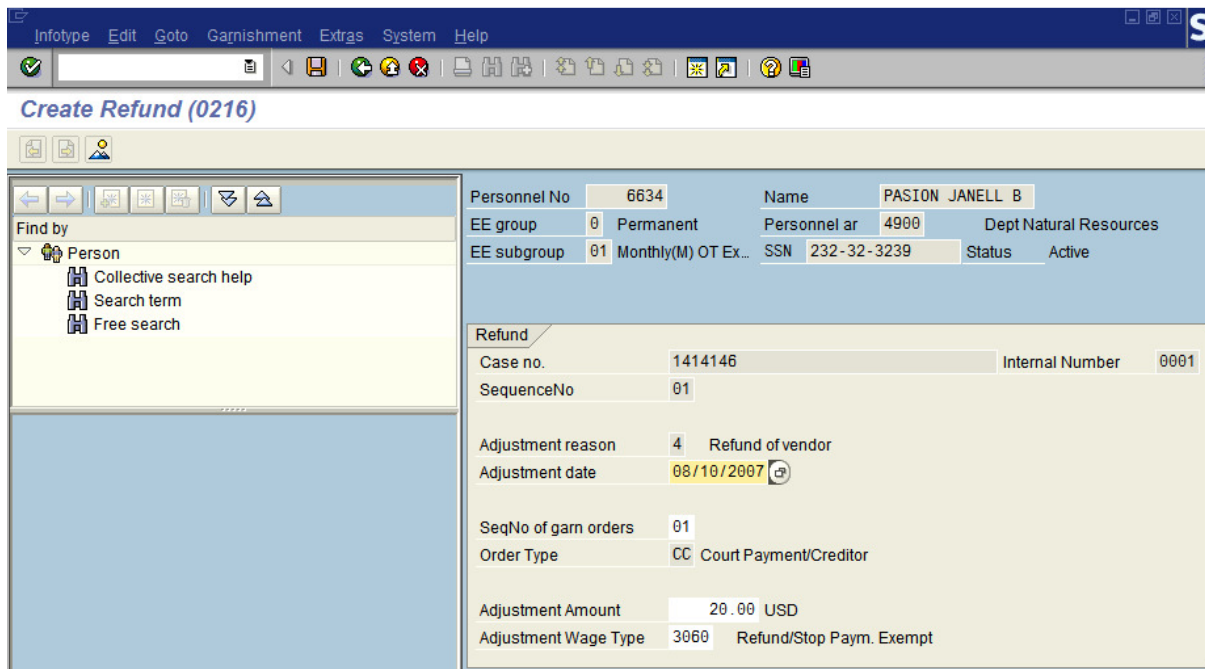
37. Complete the following fields:

| Field Name | R/O/C | Description |
|----------------------|-------|--|
| Adjustment date | R | The date in which the garnishment is adjusted. Example: 8/10/2007 |
| SeqNo of garn orders | R | This is associated with the number of garnishment orders that exist for the employee. Example: 01 |
| Adjustment Amount | R | This is the dollar amount of the garnishment to be adjusted. Example: 20 |
| Adjustment Wage Type | R | This is the wage type representing the type of garnishment adjustment being created. Example: 3060 |

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Create Refund



Create Refund (0216)

Personnel No 6634 Name PASION JANELL B
EE group 0 Permanent Personnel ar 4900 Dept Natural Resources
EE subgroup 01 Monthly(M) OT Ex... SSN 232-32-3239 Status Active

Refund
Case no. 1414146 Internal Number 0001
SequenceNo 01
Adjustment reason 4 Refund of vendor
Adjustment date 08/10/2007
SeqNo of garn orders 01
Order Type CC Court Payment/Creditor
Adjustment Amount 20.00 USD
Adjustment Wage Type 3060 Refund/Stop Paym. Exempt

38. Click  (Enter) to validate entries.

39. Click  (Save) to save entries.

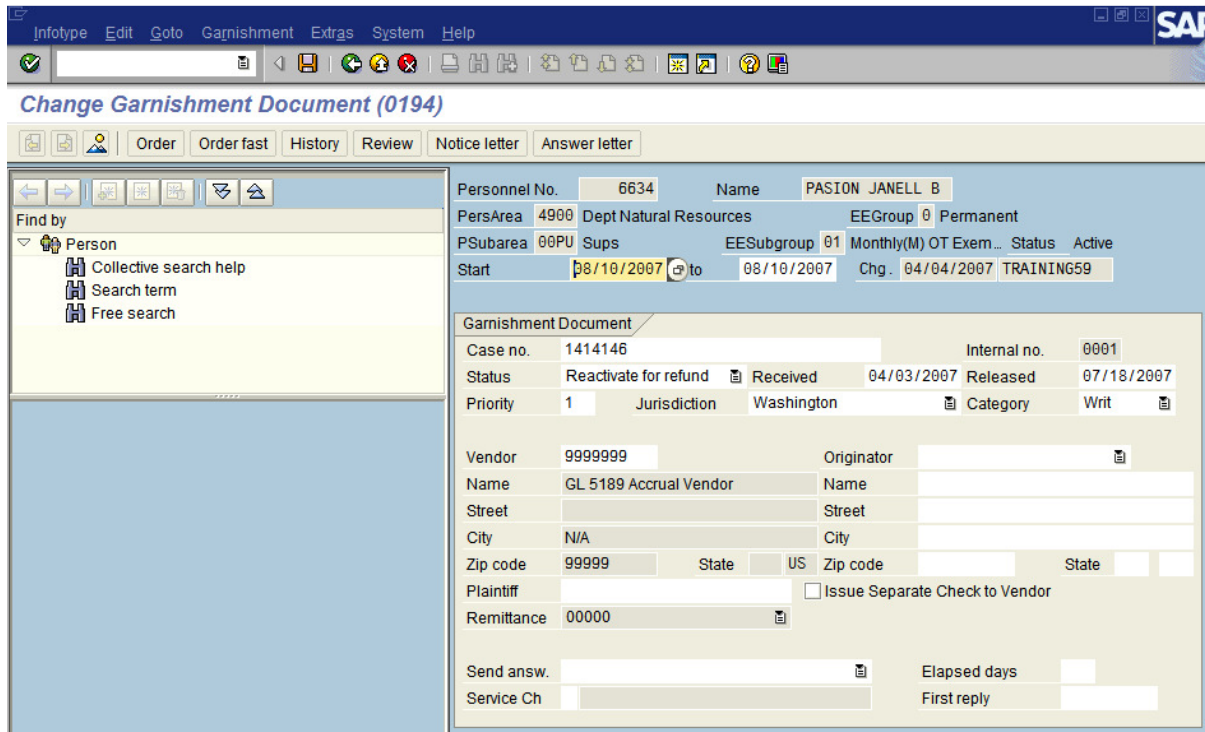
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Copy Garnishment Document (0194)



The screenshot shows the SAP 'Change Garnishment Document (0194)' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Garnishment', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into two panes. The left pane, titled 'Find by', contains a tree view with 'Person' selected, and sub-options: 'Collective search help', 'Search term', and 'Free search'. The right pane displays the 'Garnishment Document' details for Personnel No. 6634, Name PASION JANELL B. The document details include: Case no. 1414146, Internal no. 0001, Status 'Reactivate for refund', Received date 04/03/2007, Released date 07/18/2007, Priority 1, Jurisdiction Washington, Category Writ. The Vendor section shows Vendor 9999999, Name GL 5189 Accrual Vendor, and various address fields. The Remittance section shows Remittance 00000. The bottom section includes fields for 'Send answ.', 'Service Ch', 'Elapsed days', and 'First reply'.



The system displays the message, "Record created."



After the refund, you will need to change the status of the Writ back to "Released" status using the day following the date of the refund.

40. You have completed this transaction.

Result

You have created a Writ garnishment, released the garnishment and reactivated the garnishment for refund.

Comments

None.